

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Program Manager Series/Grade: GS-340-15	Announcement No: ETA-03-005
	Opening Date: 01-09-03
	Closing Date: 01-23-03
Salary Range: \$94,914 - \$123,388 (includes locality pay of 11.48%)	Number of Vacancies: One (1)
	Bargaining Unit: Outside Bargaining Unit
Organizational/Geographic Location: Employment & Training Administration Office of Workforce Investment Division of One Stop Operations Office of Youth Services Washington, DC	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No – Permanent Position
	Part-time Position: No- Full-Time Position
Duty Station: Washington, DC	Area of Consideration: DOL-Nationwide

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

Position Duties and Responsibilities:
<p>This position is located in the Employment and Training Administration (ETA), Office of Workforce Investment (OWI), Office of Youth Services (OYS). OYS is primarily responsible for coordinating all youth-related workforce activities, providing leadership, policy direction, program administration, technical assistance and guidance and support activities for youth programs authorized under the Workforce Investment Act (WIA) of 1998.</p> <p>The incumbent's duties include, but are not limited to:</p> <p>Managing the work of the Office of Youth Services and advising the Administrator and other ETA Executive staff on matters pertaining to dissemination of information related to performance and youth measurement outcomes of workforce programs administered by the Employment and Training Administration.</p> <p>Makes formal and informal presentations to policy-making officials and provides expert guidance in the area of publicly funded youth workforce programs administered by the Employment and Training Administration to ETA and DOL officials and constituents.</p> <p>Advises and assists the Administrator on strategic planning, policy, program operation and performance accountability for the development and administration of a national youth workforce investment system. Advises and assists the Administrator and other ETA executive staff on all matters within the scope of office responsibility. Manages Office programs. Coordinates Office activities with other Offices and with organizations throughout ETA.</p> <p>Provides authoritative advice and consultation to senior ETA officials and customers on performance accountability issues. Coordinates the analysis and evaluation of existing statutes and regulations and oversees the development of new and revised guidelines and procedures. To the extent that Office activities allow, works collaboratively with employers and labor and Federal, State and local workforce partners to create a comprehensive and integrated workforce investment system that results in positive outcomes and satisfied customers.</p> <p>Oversees the analysis and evaluation, on a quantitative and qualitative basis, of the effectiveness of workforce program operations. Works with ETA Executive staff and State Workforce Administrators to ensure dissemination of timely, accurate, reliable and relevant analyses of program performance and results for use by stakeholders, program managers and customers to support</p>

informed decision-making and choice with regard to workforce programs and the workforce system.

Serves as the spokesperson and focal point for activities and issues within the scope of Office responsibility. Serves as the representative of, shares responsibility for, and assists the Administrator in carrying out the Administrator's functions within the scope of responsibility of the Office.

Manages the regular communications of ETA policy determinations, clarifications and interpretations related to performance accountability.

Develops resource implementation plans to accomplish Office goals, and establishes systems and methods to assure proper resource management to achieve organizational objectives.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Applicant must have one year (52 weeks) of specialized experience which is in or directly related to the line of work of legislation pertaining to employment and training efforts and which is in or directly related to the particular knowledge, skills and abilities to successfully perform highly critical and social duties. To be creditable, specialized experience must have been at least equivalent to next lower grade level (GS-14) in the Federal Service. The Group Coverage Qualifications Standards for Administrative and Management Positions, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply. **Time-in-grade requirements apply and must be met by the closing date of this announcement.**

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input checked="" type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input checked="" type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Comprehensive knowledge of the publicly funded workforce investment system, its policies, programs and activities with expertise in the area of youth programs. (H)
2. Effective skills in oral and written communication to communicate with a wide range of individuals and to conduct presentations to a large group of people. (H)
3. Ability to represent the Administrator on matters related to the Office of Youth Services and workforce system performance and results. (H)
4. Demonstrated ability to supervise and provide administrative and technical direction to subordinate staff or

contractors. (H)

5. Ability to plan, organize and coordinate work to meet program/management goals, objectives and deadlines. (H)

6. Ability to work collaboratively with key officials and staff within ETA, DOL, other Federal, state and local agencies, as well as public interest and workforce development groups to create a comprehensive and integrated performance measurement system. (H)

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

**The following material is required if checked:
The following material is required if checked:**

- ☒ -- Most recent supervisory performance appraisal **or** a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ SF-50, Notification of Personnel Action to confirm status
- ☐ -- College transcript (Required if qualifying based solely on education or a combination of education and experience.
- ☐ -- Other: A supplemental statement of the Evaluation Factors are desired.
- ☒ -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application within 24 hours if it is accompanied with this form.**

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room S-5214
Washington, DC 20210

Attn: Sharon Johnson

Commercial: (202) 693-3922

Fax: (202) 693-3734

TTY: (202) 693-3924

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be received in our office or be postmarked by the closing date of this announcement.

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will

reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.

U.S. DEPARTMENT OF LABOR

APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072
30-2002)

FORM APPROVED (Exp. 4-

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPB, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked Yes above, is your disability one of the targeted disabilities

below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| <input type="checkbox"/> Asian | <input type="checkbox"/> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> A person having origins in any of the black racial groups of Africa. |
| <input type="checkbox"/> Native Hawaiian or | <input type="checkbox"/> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| <input type="checkbox"/> Other Pacific Islander | |
| <input type="checkbox"/> White | <input type="checkbox"/> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobsline

